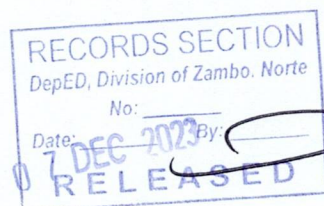




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

December 7, 2023

Division Memorandum  
No. SP, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT**

TO: Public Schools District Supervisors  
School Principals and School Heads  
Section/ Unit Heads  
All concerned personnel

1. With the approval of the Plotting Worksheet for Newly Hired Elementary and Senior High School Teachers, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before December 15, 2023.
2. Attached herewith is the list of requirements that need to be complied with before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
4. Immediate and widest dissemination of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
000001-2023/ 12072023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

fb



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

S/N	Name of Newly Hired (Elementary)	Position Title
1.	SHEILA MARIE R. TOLEDO	Teacher I
2.	BIVINA L. UDDIN	Teacher I
3.	NAIDE M. OCAY	Teacher I
4.	ROSEMIE B. DANCAC	Teacher I
5.	JONATHAN A. RONQUILLO	Teacher I
6.	JENNIFER P. BIAJE	Teacher I
7.	ALMIRA T. VERANA	Teacher I
8.	KAETH P. GUMOTUD	Teacher I
9.	MARYJOY C. TUBIL	Teacher I
10.	RONNIE B. ANDOG	Teacher I
11.	JAIMAR T. ALIM	Teacher I
12.	GLYNAG T. UBAS	Teacher I
13.	REBECCA A. SANCHEZ	Teacher I
14.	JOLLIBEE S. BUNA	Teacher I
15.	FELY R. PASTER	Teacher I
16.	MARICEL P. LARANJO	Teacher I
17.	LAURENCE REY H. MAQUILING	Teacher I
18.	ALMA N. PAULINO	Teacher I
19.	JARINA D. NAING	Teacher I
20.	HANNAN H. MUSA	Teacher I
21.	DEBBIE Z. SACAY	Teacher I
22.	CELESTE L. NAPUECAS	Teacher I
23.	ALMICY N. BACUNDO	Teacher I
24.	CHERRY ANN V. RAMAYLA	Teacher I
25.	IGNAVIC CHIED C. CABOVERDE	Teacher I
26.	FATRA L. SARIOL	Teacher I
27.	MARICEL S. FEROLINO	Teacher I
28.	JULIMAE V. ISAO	Teacher I
29.	JASON KLENTH V. PATAGOC	Teacher I
30.	LEA Q. MOHAMETANO	Teacher I
31.	ROWENA M. CABIG	Teacher I
32.	CRISTY B. SUREM	Teacher I
33.	CAROLINE O. UNABIA	Teacher I
34.	CHONA U. REALIZA	Teacher I
35.	DARIELYN O. RICABLANCA	Teacher I
36.	MARY ANN L. SOLATORIO	Teacher I
37.	NURFAISAH B. DANGKAHAN	Teacher I
38.	KARSUMA H. LAKIM	Teacher I
39.	KIER M. ENUMERABELLON	Teacher I
40.	JANE REENA D. UTUALI	Teacher I
41.	BENJIE A. VEGA	Teacher I



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Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Handwritten initials or mark.



Republic of the Philippines  
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REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

42.	RACIMA S. LAKIM	Teacher I
43.	SAMANTHA GACE E. IMPERIAL	Teacher I
44.	MARHANA M. MUSA	Teacher I
45.	ALSAED A. HAMIN	Teacher I
46.	GIRLIE A. DIZON	Teacher I
47.	CESAREEN MARIEL C. ALFORQUE	Teacher I
48.	DIOLETO D. DANIOSOS	Teacher I
49.	RHENEKRIS T. BAGARINAO	Teacher I
50.	LOREN M. RABI	Teacher I
51.	CHARISS JOY G. SALAZAR	Teacher I
52.	NANORDEZA Y. MAGSAYO	Teacher I
53.	WILSON E. MAMANDA	Teacher I
54.	JENNIFER L. ENDEREZ	Teacher I

<b>S/N</b>	<b>Name of Newly Hired (Senior High)</b>	<b>Position Title</b>
1.	BAAY, JOVANIE C.	Teacher I
2.	EDDING, AMNA U.	Teacher I
3.	SILARAS, MARY ROSE R.	Teacher I
4.	DAGUPLO, JANUS B.	Teacher I
5.	LAMINA, GLYDEL MAE A.	Teacher I
6.	SERITO, MARGIE C.	Teacher I
7.	ANDO, XAVIER JOME G.	Teacher I
8.	MANGAYAO, JESIEL R.	Teacher I
9.	MONTIMOR, AILEEN L.	Teacher I
10.	LAKIM, JULSA T.	Teacher I



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Handwritten initials or signature in blue ink.



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES**

Revised October 2023

**Directions:**

- Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.
- Attach one Tracking code to each folder.
- Please DO NOT attach extra pages/documents that are not stated in the list.
- Forms downloadable at [www.csc.gov.ph](http://www.csc.gov.ph) and [www.depedzn.net](http://www.depedzn.net)

**1<sup>st</sup> Folder: "CSC Documents"**

- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC License**
- 1 copy** Original **Oath of Office (Revised 2018)**, notarized (private lawyer) or signed by HRMO/AO V
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)
- 1 copy each Certificate of Employment** (if newly hired)
- 1 copy each Certificate of Trainings** (if newly hired or renewal of appointment)

**2<sup>nd</sup> Folder: "201 DIVISION Documents"**

- 1 copy** Original Oath of Office (Revised 2018), notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem Open Date, if possible.
- 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, X-ray, Urinalysis)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- 1 photocopy** Marriage Contract/Certificate (if married only)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions
- 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)
- 1 copy GSIS** Filled-out Membership Form with picture
- 1 copy PAG-IBIG** Membership Form issued by PAG-IBIG.
- 1 copy PhilHealth** Membership Data Record issued by PhilHealth.

**Note: Please read and follow the instructions carefully.**

Thank you! 😊